File Ref.		

LIGHTING DIVISION **HIGHWAYS DEPARTMENT**

Drawings Request Form
(This form can be completed in English or Chinese. Please read the notes overleaf before completing the form)

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(Section A) Ap								
Name	* Mr / Mrs / Miss				Telephone no.			
Company Name					Fax no.			
Correspondence Address								
Request Inform	mation (Det	ails of drawings)						
* Subject / Projects / Location								
Govt. Project	* Yes / No	If Yes, Client Departr	ment and Proj	ect No.				
Purpose Use of the	Records							
Drawing Numbers				Quantity		Drawing Format (E): Electronic (pdf) Drawing (P): Printing of Drawing (Black/White) (C): Printing of Drawing (Colour)		
		nand note * in person	/ by post / l	by fax.				
* Please delete as a	ppropriate							
Signature				·				
		This part is to b	e filled by Hig	ghways (depa	rtment		
To:					Fi	le Ref.		
The H	Highways D	Acknowle epartment acknowle	vledge Recei		yo	ur Drawi	ngs Request	Form on
For fur officer as follows:	ther enquire	s or correction of da	nta containe	d in yo	our a	application	form, please	contact the
Contact Officer			Tele	Telephone No.			Fax No.	

Drawing Number	filled by SO(Eng)) Quantity		J	Jnit Price (\$)	Amount (<u>(\$)</u>		
Material for Electronic Format	of Drawing							
CD-ROM / DVD								
					Total Cost			
(Section C) Demand Not	e Details (to be filled	by General d	and Acc	ounts Registry)			
Demand Note No.	Date of Issue		Date of postage / fax		Date of Settlemen		Date of informing SO(Eng)	
	/ /		/ /		/ /	/	/ /	
	dd	mm yy	dd mm yy		dd mm y	dd n	dd mm yy	
(Section D) Delivery Deta	ails (to be	filled by SO	O(Eng))					
Date of phone Ro		esponsible Offi	cer (Name & titl	e)	Signature			
/ /								
dd mm yy								
				. 1	1 1	1 1 : ()		
			J	acknow	ledge receipt of t	ne drawing(s)		
Distribution of this form								
Original : SO(Eng)		_						
Duplicate : The General ar	id Accounts	Registry			ame / Signature /			

1. Payment method

Estimated days for processing

(a) By Bank Automated Teller Machine (ATM)1 working day(b) By Payment by Phone Service "PPS"- Merchant Code: 91743 working days(c) Through Internet3 working days(d) By post to the Treasury7 working days(e) In Person at any Post Offices1 working day

- 2. You may be asked to provide additional information to help us meet your request. The Department may not be able to process your application if you do not provide sufficient information.
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